

ATHLETIC FIELD SCHEDULING TIMELINE – Revised 11/12/19

Beginning NOW, groups may submit request forms for all field use in 2020. You may submit one request form per year, unless separate request forms are needed (see below). For example, if your group's use is April-August, please submit a request for April-August use by the April submission deadline (Nov 15, 2019).

TYPES OF FIELD REQUESTS

Formal Field Use is ongoing use for multiple months (like a full season) or multiple dates (like a tournament or sports camp). In most cases, Formal Field Use is requested by an organization, rather than a single team. However, if a single team is requesting field time for games, it would be Formal use.

Informal Field Use is use on a few select dates by a single team (like practices prior to the season) or for a single event (like a school field day, company picnic, or family party). Limited to 4 reservations per request form.

SEPARATE REQUEST FORMS NEEDED

- 1) **Each Tournament** – Tournament requests should be on a separate request form from regular seasonal requests. If requesting multiple tournaments, submit a separate request form for each one.
- 2) **Multiple Basepath Distances** – Request 60, 65, 70, 80, & 90 ft fields on separate request forms. Remember to adjust the participant count listed accordingly.
- 3) **Changes in Participant Count** – Some groups request fields for multiple months, but have participant counts that vary during the year. Please submit separate request forms to document the change in participant count. For example, if the participant count for March and April is different than for May-July, please submit separate request forms. One form could be for March and April and another for May-July. Or if easier, one form for the March-July teams and another for the May-July teams.

SUBMISSION DEADLINES FOR 2020 FIELD USE

Requests for Formal Field Use –

DUE DATE (by 2 pm)	MONTHS AND TYPE OF USE
September 15, 2019	Jan-Feb 2020 Seasonal, Tournament, & Camp Use
November 15, 2019	March-July 2020 Seasonal, Tournament, & Camp Use
	August 2020 Camp & Tournament Use
	March-October 2020 North Robinswood Cricket Field
April 15, 2020	August 2020 Other Seasonal Use
	Sept-Dec 2020 Seasonal, Tournament, & Camp Use
September 15, 2020	Jan-Feb 2021 Seasonal, Tournament, & Camp Use

Requests for Informal Field Use – Can be submitted at any time. Will only be processed in the order received AFTER done with the Allocation.

NOTES

- 1) All Formal Field Requests received by the submission deadline will be included in the allocation process. The Parks Scheduling Office will acknowledge receipt of the request form, so that groups know it was received. Reminders are usually NOT sent out.
- 2) Requests received after the deadline will be processed in the order received, based on availability following the allocation for that season.
- 3) Requests submitted early will not be processed early or receive a different allocation based on when the form was submitted. If changes in submitted forms are needed, please submit the changes prior to the deadline.

Please let us know if you have any questions.

Parks Scheduling Office

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